

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Meeting
Tuesday, November 3, 2015
5:30 PM***

Budget Subcommittee

*Arlington High School
Guidance Conference Room
836 Mass Avenue
Arlington, MA*

Open Meeting

Public Participation

Approval of draft minutes: 10/21/2015

Pierce Field: Discussion of proposed new fee structure

Updates on Budget Calendar

Determine how will solicit public input on Budget

Comparison of budget and actuals for principal salaries

5th grade science camp funding

New Business

Schedule next meeting

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Kirsi Allison-Ampe, MD



Town of Arlington, Massachusetts

Approval of draft minutes: 10/21/2015

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Minutes	Draft Minutes from 10 21 2015 Budget

DRAFT

Budget Subcommittee Minutes

Wednesday, October 21st 2015

Called to order 4:30 pm.

Present:

SC: Kirsi Allison-Ampe, Bill Hayner, Jennifer Susse

APS Staff: Kathleen Bodie, Julie Dunn

Other: Richard Fanning (FinComm), Linda Hanson (AEA)

No public participation.

Minutes of 6/22/15 approved 3-0.

Discussion of 2015-16 Budget Calendar:

- Draft Calendar presented
 - Calendar is based on last year's calendar with input from administration for dates
- Additions/changes:
 - Add special Town Meeting anticipated in Jan 2016 for Stratton Renovation Funding approval
 - Add deadline for SC members to receive Budget Book before SC meeting – Dr Susse felt we did not have sufficient time to peruse in advance of SC meeting where it was discussed
 - Add March 16th 2016 as FinComm Presentation date
 - Administration to give specifics later on which principals will present when
- Budget Calendar will be presented for first read on 10/22/15, and for final approval 11/12/15

Discussion of how to solicit public input on Budget:

- Would like to do Big Picture Visioning for school system, soliciting input from entire community, but is not possible this year given everything that is going on
- Thinking on this year's approach:
 - Grassroots outreach
 - Visit subset of schools (Liaison ones, at PTO meetings?)
 - Do education about budget, resources
- Have dropbox or email account to receive questions, input?
- Finalize ideas at next meeting

New Business

Discussion of Kindergarten Aides & Kindergarten Classroom sizes:

- As requested by Ms Starks, CFO provided outline of Kindergarten staffing for 2015-16 and Class sizes
- Kg staffing was item of discussion during recent contract negotiations
- Chart shows a 0.5 position Aide in every Kg classroom including K-1

DRAFT

- Class sizes for Kg appear to range from 19 to 24 across the district
 - Sizes are my estimations from chart provided by administration since actual class sizes were not provided

For Agenda for next meeting

Discussion of Peirce Field Rental Fees & potential increases

- Administration began examining rental fees over summer, has had discussions with users, thinking about maintenance and supervision needs

Review of Principals Salaries

- Mr Haynor requested addition
- Comparison of budgeted vs actuals

Discussion of 5th Grade Science Camp funding

- Dr Susse requested addition

Next meeting scheduled for November 3rd, 2015 at 5:30pm.

Meeting adjourned at 5:50pm.

Respectfully submitted,
Kirsi Allison-Ampe
Chair, Budget Subcommittee

Attachments:

Approved Minutes of 10/21/15
Draft Budget Calendar
Kindergarten aides
Enrollment numbers



Town of Arlington, Massachusetts

Pierce Field: Discussion of proposed new fee structure

ATTACHMENTS:

Type	Description
▢ Reference Material	Peirce Field Rates October 2015 updated 11 3 2015
▢ Reference Material	Peirce Field Synthetic Field Est Cost sheet 1 11 3 2015
▢ Reference Material	Peirce Field Rates 2008
▢ Reference Material	Legal Concerns over Field Fee

Peirce Field Rental Rates

11/3/2015

Peirce Field - Group Category	CURRENT RATES			PROPOSED RATES	
	Rental Fees - No Lights	Addl \$50/hr Rental Fees - Lights		Rental Fees wo Lights	Addl \$50.00/hr Rental Fees w/Lights
Youth Groups - Arlington during sy (at least 60%)	\$ -	\$ 50.00		\$ 50.00	\$ 100.00
Youth Groups - Arlington - summer (at least 60%)	\$ 25.00	\$ 75.00		\$ 50.00	\$ 100.00
Youth Groups - Arlington Rec during the summer	\$ 25.00	\$ 75.00		\$ 50.00	\$ 100.00
Youth Groups - Non Arlington and other hs(less than 60% players	\$ 150.00	\$ 200.00		\$ 150.00	\$ 200.00
Adult Groups - Arlington - (at least 60%)	\$ 75.00	\$ 125.00		\$ 75.00	\$ 125.00
Other orgs- field rental only on a regular basis	\$ 150.00	\$ 200.00		\$ 150.00	\$ 200.00
Events (includes conc stand/press box, but not police deta	\$ 300.00	\$ 350.00		\$ 300.00	\$ 350.00
Notes:					
Current users will maintain their current allotment of hours on the field					
Billing will be based on actual hours used with and without light:					
Payment will be expected in advance					
PROPOSED USAGE RATES DO NOT INCLUDE:					
CONCESSION STAND USAGE/MAINTENANCE					
LOCKER ROOM USAGE					
ANY ADDITIONAL MAINTENANCE NECESSARY					

Item	Yearly Cost	Explanation	Yrly Hrs	Yrly Salary
Maintenance Contract	\$7,000.00			
Lines	\$6,500.00			
Monitor	\$14,000.00	\$20/hr * 28 hrs * 25 WEEKS	700	14,000.00
Equipment Maintenance	\$2,500.00			
Equipment Replacement	\$5,000.00			
Custodial Details	\$16,875.00	15 hrs per week * 25 weeks * \$45 hr (User gr	375	16,875.00
Administration	\$6,250.00	.25 coordinator - 5 hrs week * 25 weeks		
Custodial Supplies and Misc. expenses	\$2,500.00			
Total	\$60,625.00			
Minus sharing of costs with AHS				
(.55 charged to APS)				
Maintenance Contract	\$3,850.00	X .55 (Arl youth groups use field .45 of time)		
Lines	\$3,575.00			
Eptmt Maint	\$1,375.00	Press box, goal posts, scoreboard		
Eptmt Replacement	\$2,750.00	Press box, goal posts, scoreboard		
Custodial Supplies & Misc. Expenses	\$1,375.00			
Total to deduct from total	\$12,925.00			
Revised Total	\$47,700.00			
Lights - Arl Youth - Non APS - 200 Hours * \$50	\$10,000.00			
Total with lights	\$57,700.00			
Charges Proposed for Youth Groups	Hrly wo Lights	Additional for Lights	ly with Lights	
	\$50.00	\$50.00	\$100	
Revenue Anticipated:				
Hours with Lights	\$200.00	20,000.00		
Hours without lights	\$400.00	20,000.00		
Total Revenue Expected from Youth Groups		40,000.00		
Expected Revenue from Adult and Non Arlington Groups		15,000		

APS		Youth User Groups	Total
\$	3,850.00	\$ 3,150.00	\$ 7,000.00
\$	3,575.00	\$ 2,925.00	\$ 6,500.00
		\$ 14,000.00	\$ 14,000.00
\$	1,375.00	\$ 1,125.00	\$ 2,500.00
\$	2,750.00	\$ 2,250.00	\$ 5,000.00
		\$ 16,875.00	\$ 16,875.00
		\$ 6,250.00	\$ 6,250.00
\$	1,375.00	\$ 1,125.00	\$ 2,500.00
\$	12,925.00	\$ 47,700.00	\$ 60,625.00

Peirce Field Fees
Approved by the Community Relations Subcommittee 3-0 on June 2, 2008

Peirce Field Use

Estimates based on 2007/2008 season

Group	Seasons	Total Hours	Hours- no lights	Hours- with lights	Fee- no lights	Fee- with lights	total
Adult Soccer	Fall, Spring, Summer	212	72	140	\$75	\$125	\$22,900
Pop Warner	Fall & Summer	130	130	0	\$0	\$50	\$0
Arlington Soccer Club	Spring	120	100	20	\$0	\$50	\$1,000
Arlington Recreation	Summer	90	90	0	\$25	\$75	\$2,250
Boston Blasts Soccer	Fall & Spring	80	0	80	\$150	\$200	\$16,000
Arlington Youth Lacrosse	Spring & Summer	70	56	14	\$0	\$50	\$700
Field Hockey	Summer	14	14	0	\$25	\$75	\$350
Arlington Catholic High School	Fall	12	12	0	\$150	\$200	\$1,800
Totals		728	474	254			\$45,000

Source: Arlington Park & Recreation Department, Joe Connelly, Director

Recommended fees	rental/hour	
	No lights	Lights
Youth groups- Arlington during the school year (at least 60% of players Arlington residents)	\$0	\$50
Youth groups- Arlington during the summer (at least 60% of players Arlington residents)	\$25	\$75
Youth groups- Arlington Rec during the summer	\$25	\$75
Youth groups- Non Arlington and other high schools (less than 60% players from Arlington)	\$150	\$200
Adult groups - Arlington (at least 60% of players Arlington residents)	\$75	\$125
Other organizations: field rental only on a regular basis	\$150	\$200
Events (includes use of concession stand and press box, but police detail, if needed, is extra)	\$300	\$350

Notes:

Current users will maintain their current allotment of hours on the field
Billing will be based on actual hours used with and without lights
Payment will be expected in advance

Approved by the Arlington School Committee on June 10, 2008. Fees go into effect July 1, 2008.

Subject: Legal Concern over Proposed Peirce Field User Fee

From: Dean Carman <dean.carman@verizon.net>

Date: 11/2/15, 11:03 AM

To: kirsii@allisonampe.org, jennifer.susse@gmail.com, bill_hayner@comcast.net

CC: charlie.foskett@foskettco.com, bdvm@verizon.net, JConnelly@town.arlington.ma.us

Members of the Budget Subcommittee:

Recently I learned that your subcommittee will be considering a proposal to implement a user fee at Peirce Field, structured as \$50 per hour for the field and \$50 per hour for the lights. I would like to express my concern over the fee's legality, and if you have not done so already I humbly recommend that the Budget Subcommittee consult with the Comptroller and Massachusetts Department of Revenue's Division of Local Services before implementing any user fee at Peirce Field.

Though it will add time to your deliberation on the front end, on the back end it will increase public confidence and more importantly avoid contentious debate and the inevitable legal challenge to DOR.

As we all know, Massachusetts law caps the assessment of user fees by municipalities to recovering the cost of the service [1]. In the specific case of Peirce Field, I would think that fee recovery is limited for many reasons. First, APS did not pay for the construction or replacement of the existing field [2] and will not pay for the renovation of the next field, thus APS should not have authority to charge a capital fee and place it into their general coffers. Second, after eliminating a potential capital fee the cost should be limited to custodial and maintenance costs attributable to the service rendered. Since this is NOT an indoor building that requires a custodian to be present while the facility is in operation and for immediate cleaning afterward, the primary driver of the hourly fee has been removed. Lastly, this is a publicly accessible field that is used by AHS and numerous public citizens throughout the day (joggers, walkers, "pick-up games", etc.) who directly cause the deterioration of the facility, so the assessment of a \$50 per hour fee to cover maintenance of the field by a non-Enterprise Fund seems to be placing an unfair burden on one group of users, versus all users.

Please note that I'm not arguing that a user fee for the turf field is illegal under all constructs as a quick google search of the words, "massachusetts law user fees for turf fields" shows that many municipalities in the Commonwealth do this. What I'm pointing out is that in these communities (Wayland, Franklin, North Reading, New Bedford, Lexington, etc.) the fee is assessed by the Recreation Department, so it's likely supported by a legal framework that ensures 100% of fees collected goes back to the service provided, much like how our Recreation Enterprise Fund works. A fee being assessed by APS for a field they did not pay to have built or replaced, and for which they will not be obligated to have replaced in the future is what concerns me.

To illustrate the importance of setting municipal fees correctly, I would like to quote a section from the fall 2006-2007 Collector-Treasurer Newsletter regarding the assessment of user fees, and suggest that bullet #3 is potentially not being met with the proposed assessment of user fees at Peirce Field:

Certain constitutional principles must be considered as governing the fee setting process. In order for a fee set locally to be permissible under the Massachusetts Constitution, the fee must reflect the cost of providing the service associated with the fee. An excessive fee, one that exceeds the cost of providing the service rendered, risks being deemed an illegal tax. Under the Massachusetts Constitution only the General Court (state legislature) may authorize the imposition of taxes.

The Supreme Judicial Court has determined that "fees share common traits that distinguish them from taxes." Emerson College v. City of Boston, 391 Mass. 415, 424-425, (1984). Under the court's holding, a permissible fee must have the following characteristics:

- 1. the fee must be charged for a particular governmental service that benefits the parties paying the fee;*
- 2. The fee must be paid by choice, in that one could forego the service and thereby avoid the charge; and*
- 3. The fee must not be collected to raise independent sources of revenue, but be collected to compensate the governmental entity (city or town) for its actual expenses in providing the service rendered.*

Thanks you for your consideration of my e-mail.

Regards,

Dean

Dean Carman
Member, Arlington Finance Committee
29 Kilsythe Road
Arlington, MA 02476
617-842-8050

Footnote [1]

DLS: A Guide To Financial Management for Town Officials, Section 2.8: <http://www.mass.gov/dor/docs/dls/publ/misc/town.pdf>

DOR Opinion Letter, RE: Fees for Use of Town Facilities. <http://www.mass.gov/dor/docs/dls/mflb/opinions/2004-528.pdf>

DOR: Costing Municipal Services. <http://www.mass.gov/dor/docs/dls/publ/misc/costing.pdf>

Footnote [2]

Capital planning Committee, Report to Town Meeting, April 2015, Exhibit I, PDF page 19: <https://www.arlingtonma.gov/home/showdocument?id=24868>

Footnote [3]

EMERSON COLLEGE vs. CITY OF BOSTON & others, 391 Mass. 415 <http://masscases.com/cases/sjc/391/391mass415.html>



Town of Arlington, Massachusetts

Updates on Budget Calendar

ATTACHMENTS:

Type	Description
▣ Second Reading	updated Budget Calendar 10222015

Draft
Arlington Public Schools
Annual Budget Calendar – 2015-16

Month	Mtg #	Date	Present, Prepare, To Do
September	1	9/10/15	Monthly reports
	2	9/24/15	
End of year report due Sept 30			
October	1	10/8/15	Monthly reports Report of Fiscal year (EOYR), Fed through state grant reports due October 31
	2	10/22/15	First draft budget calendar Final year's enrollment numbers
November	1	11/12/15	Approve budget calendar Monthly reports
	2	11/19/15	
Set up meeting with FinComm for end of year report & first discussion about next year's budget			
December	1	12/10/15	Monthly reports Hear from ½ principals and dept heads on priorities for next year
	2	12/17/15	Hear from ½ principals and dept heads on priorities for next year Discuss SC priorities for budget
Collect public input on budget			
January	1	1/14/16	Monthly reports Set SC priorities for budget Deliver first budget number to TM
Tentative Special Town Meeting for Stratton financing 1/25/16			
January	2	1/28/16	
Budget book to SC members 2/4/16			
February	1	2/11/16	Monthly reports First look at budget detail
	2	2/25/16	Budget hearing
March	1	3/10/16	Monthly reports Final vote on budget Approve what goes to FinComm
	2	3/24/16	
Budget meeting with FinComm 3/16/16			
April	1	4/14/16	Monthly reports
Budget book goes to printer 4/15/16			
Town Meeting opens 4/25/16			
April	2	4/28/16	
May	1	5/12/16	Monthly reports
	2	5/26/16	

Draft
Arlington Public Schools
Annual Budget Calendar – 2015-16

June	1	6/9/16	Monthly reports
	2	6/23/16	
July			MUNIS down for close of fiscal year
August			New FY grants set up as allocated



Town of Arlington, Massachusetts

Determine how will solicit public input on Budget

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Recommendations	Budget Proposal for gathering input

Budget proposal for gathering input

1. Contact PTOs of our liaison schools and see if they are willing to be host
 - if not, pick another school nearby and contact them
 - Liaison schools: Kirsi – Brackett, Bill – Stratton & Hardy, Jennifer - Bishop
 - Sub OMS for one of them
2. Prep 10 to 15 min presentation on budget for use at meetings
3. Present at schools and solicit feedback
4. What are questions we need to ask? What do we want to find out?
5. Set up email or dropbox for receiving input

Outreach proposal #2: Budget Blog


- Intent: to explain budget process as we go through it
- Write minimum 6 to 8 entries total
 - Send me ideas for topics and I'll make master list
- Share authoring duties
- Link in articles on funding from outside sources
- Ideas for title:
 - The Budget Explainer
 - The APS Budget Explainer
 - The Arlington Budget Explainer
 - Other ideas?
- Comments:
 - Free commenting?
 - Moderated commenting?
 - No comments – use email contact instead?
- Maybe get guest commentators?
 - Sean Garballey?



Town of Arlington, Massachusetts

Comparison of budget and actuals for principal salaries

ATTACHMENTS:

Type	Description
 Budget Document	Prin Salaries FY 16

Principal Salaries: Budgeted vs Actual for 2016

Emp #	Last Name	First Name	Budget Center	Position	Assignment #	FTE (FTE)	Salary (\$)	FY16 Budget Amount*
8782	DONATO	KAREN	Staffing: Thompson Elementary	Principal	THPRINCIPAL	1	\$ 108,000	102,000
8783	DINGMAN	THAD	Staffing: Dallin Elementary	Principal	DAPRINCIPAL	1	\$ 113,350	107,500
7029	ZERCHYKOV	STEPHANIE	Staffing: Brackett Elementary	Principal	BRPRINCIPAL	1	\$ 124,700	115,987
8295	HANNA	MICHAEL	Staffing: Stratton Elementary	Principal	STPRINCIPAL	1	\$ 113,500	107,161
4937	HARTLEY	KAREN	Staffing: Peirce Elementary	Principal	PEPRINCIPAL	1	\$ 117,620	110,925
4797	DEFRANCISCO	KRISTIN	Staffing: Hardy Elementary	Principal	HAPRINCIPAL	1	\$ 112,600	102,000
8038	MCANENY	MARK	Staffing: Bishop Elementary	Principal	BIPRINCIPAL	1	\$ 118,100	107,707
7665	RUGGERE	TIMOTHY	Staffing: Ottoson Middle School	Principal	AOTPRINCIP	1	\$ 124,600	119,749
8516	JANGER	MATTHEW	Staffing: Arlington High School	Principal	AHSPRINCIPAL	1	\$ 142,800	137,500
						9.00	\$1,075,270	\$ 1,010,529

*FY16 Budget amount obtained from Section 9, Position Control section of FY16 Budget.

Note that FY16 Budget contained additional \$\$ for negotiations sequestered in Administration budget, both for teacher salaries and for other positions (like principals).